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CIA ARCHIVES AND RECORDS CENTER

23 July 1970

ARCHIVES AND RECORDS CENTER ACTIVITY - 1 January-30 June 1970

1. There were 57,058 reference items furnished to the Headquarters area. A reference item is the unit requested by the customer and can be a box, a folder or a piece of paper. Volume-wise we estimate that 100 cu. ft. are transported by the courier service each day between the A&RC and the Headquarters mail room. In addition to the cu. ft. boxes, there are at least 4 large mail bags and 8 or 10 odd size packages each day.

2. In addition to the volume transported by the courier service described in paragraph one above, there were 32 requests made to Logistics for special transportation. These requests are made by the A&RC and involve coordination with the Logistics Transportation Division for the truck; the Office of Security for an escort and the Building Supply Officer for laborer to load and unload the records. These 32 requests moved the following volume:

A. 4,204 cu. ft. of records transferred in or out of the A&RC.

B. 660 cu. ft. of Supplemental Distribution items from PSD to the Suitland Annex.

C. 2,160 cu. ft. of Supplemental Distribution items from the Suitland Annex to the A&RC for disposal.

3. During this period there were 15 special deliveries made to the Headquarters area. A special delivery is a delivery made by a member of the A&RC when the regular courier service is not soon enough to meet the requirement. These deliveries are made both during and after normal working hours. The volume varied from 1 envelope to 12 cu. ft. of records.

Chief

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